



THE HIGH SCHOOL LECKHAMPTON

TEACHER

General Job Description & Person Specification

Each teacher has a responsibility for, at all times, safeguarding the students in their care. They must also ensure that the students receive an outstanding teaching and learning experience.

We expect all teachers working at The High School Leckhampton to take great pride in, and play their role in, creating a positive ethos based upon universal values shared by all. These values are reinforced by all staff, and staff are expected to support a happy, positive and successful environment where students of all abilities can grow, develop and succeed.

All teachers can expect to work within a number of teams, including their Subject area, their Tutor and House team. Teachers may also work across a number of subject areas, and are supported in doing so.

Teachers working at The High School Leckhampton are expected to carry out their professional duties in accordance with the Trust's Code of Conduct, The Trust's Pay Policy and National Teachers' Standards. The specific responsibilities outlined below reflect this guidance.

Specific Teacher Responsibilities

Teaching:

- Have high expectations of all pupils including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them.
- To prepare, plan and deliver lessons appropriately and in line with the school's Teaching and Learning Policy, including planning for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge
- Adhere to departmental, school and/or Trust-wide, curriculum and examination curriculum mapping and assessment schedules
- Prepare and provide appropriate Schemes of Work for the delivery of the subject as appropriate
- Design opportunities for learners to develop their literacy, numeracy, ICT, oracy and thinking and learning skills appropriate within their phase and context

- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Embed e-learning into their teaching strategies and deliver remote teaching when required
- Be aware of the potential of students and the targets set for them and to ensure that the work planned for them is at a suitably challenging and progressive level
- Be aware of the school's Special Educational Needs Policy and practice and to oversee the work of those who receive help in this direction

Assessment, Feedback and Record keeping:

- Mark work arising from lessons on a regular basis and in such a way as to ensure that judgements about student progress can be made easily
- Provide learners, colleagues, and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas of development
- Provide learners with regular, sharp, diagnostic marking and feedback in line with the Academy's marking and feedback policy. Create opportunities for learners to respond to the feedback which is then checked, acknowledging progress or addressing further misconceptions
- Attend Parents' Evenings/meetings to discuss progress as required by senior staff
- Communicate promptly and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being
- Write reports in as positive a way as possible as and when requested by senior staff, observing the guidelines of the school's Reporting Policy
- Monitor, evaluate and assess students' work in line with the school's Assessment Policy and to ensure that each student is aware of the strengths and weaknesses of their work and that homework is set and marked in line with the school's Homework Policy
- Keep records accurately and efficiently as directed by Curriculum Leads, Heads of House and the Senior Leadership Team
- Ensure that an accurate attendance register is taken at the start of every lesson.

Behaviour Management:

- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for behaviour management, in line with the school's behaviour policy/systems and to seek advice and support as appropriate over such problems that may arise
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills
- Actively seek opportunities to reward pupils for their effort and attainment, in line with the school's systems (Epraise)

Professional Development and Standards:

- Have a secure knowledge and understanding of subjects/curriculum areas and related pedagogy including: the contribution that your subjects/curriculum areas can make cross-curricular learning; and recent relevant developments
- Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies, for your subjects/curriculum areas and other relevant initiatives across the age and ability range they teach
- Know how to use skills in literacy, numeracy and ICT to support teaching and wider professional activities
- Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences
- Know how to make effective personalised provision for those you teach and how to take practical account of diversity and promote equality and inclusion in your teaching
- Know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies
- Show commitment to ongoing professional development (i.e. training, mentoring etc.)
- Ensure that all school equipment - text books, tools etc. are maintained in good order when used by the class
- Ensure the safety of students in potentially hazardous situations, eg laboratories, workshops etc in line with the school's Health & Safety Policy
- Ensure the classroom/teaching area reflects the ethos of The High School Leckhampton in that rooms are clean, inviting, with purposeful displays, and free of litter, graffiti and damage
- Report all losses, damage (including graffiti) and breakages in the teaching area to the Operations or Site Managers

Specific Pastoral Responsibilities (Being a Form Tutor in the House System)

Above all, The High School Leckhampton is a school that takes pride in the promotion of a positive ethos. In this, the Tutor is a vital part; this ethos is supported by the knowledge the Tutor has about each and every member of the Tutor group and the kind and caring way in which each student is supported and encouraged.

It is with the Form Tutor that the student has the first formal contact every day. The Form Tutor has a key role in safeguarding, since they may often be the first person to identify a potential issue or concern in relation to an individual student.

As well as being a classroom teacher, the Form Tutor is also part of a House team, working at the direction of the Pastoral Assistant Head and/or House Head, putting into practice the necessary tutorial activities. The Pastoral Assistant Headteacher and/or Heads of House will call regular meetings for tutors to be involved in a regular process of assessment and evaluation of these activities and other matters as they arise.

Specific Pastoral (Tutor) Responsibilities

- ❖ Attend assemblies and oversee the Tutor group there
- ❖ Deal with routine administration, e.g. letters to parents/carers, issue examination timetables
- ❖ Co-ordinate school reports for the Tutor group and write an appropriate Tutor's report
- ❖ Actively promote the ethos and expectation of The High School Leckhampton by delivering the Tutor Programme which primarily covers PSHE, Diversity, Careers and Wellbeing
- ❖ Monitor standards of uniform/hair, etc and deal with any infringements
- ❖ Mark the register accurately each day and inform the pastoral team of any patterns of lateness or repeated incidents of lateness
- ❖ Sign on a weekly basis, the Students' Planner and in doing so check on homework being done
- ❖ Get to know students in the Tutor group as individuals and so establish a positive relationship in order to exert a constructive influence
- ❖ Promote the House System, including competitions
- ❖ Encourage pupil involvement in the extra-curricular programme
- ❖ Take an interest in the pastoral care of each student in the Tutor group
- ❖ Support and encourage each student's learning
- ❖ Attend Tutor and House Meetings as and when required
- ❖ Attend the Year 7 Tutor Evening

All such responsibilities as listed above are a means to an end - making a student's journey through The High School Leckhampton as happy and successful as possible. The above responsibilities are subject to review and amendment as and when appropriate.

PERSON SPECIFICATION

The person appointed to this post will:

- Hold positive values and attitudes adopt high standards of behaviour in your professional role
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity
- Be totally committed to and accept responsibility for the safeguarding and welfare of children
- Know the current legal requirements, national policies and local guidance on the safeguarding and promotion of the well-being of children and young people, including reading and implementing the academy's key safeguarding materials which include:
 - The School's Safeguarding and Child Protection Policy
 - The School's Behaviour Policy

- Possess qualifications at good degree level or equivalent
- Have excellent subject knowledge to the appropriate level as specified in the job advert
- Be capable of teaching outstanding or good lessons on a regular basis
- Carry out the duties and responsibilities of the post, in accordance with the School 's Health and Safety Policy and relevant Health and Safety Guidance and Legislation
- Use information technology systems, including the VLE, as required to carry out the duties of the post in the most efficient and effective manner
- Be committed to being a first-rate tutor
- Have excellent classroom organisation and behaviour management skills
- Be honest, reliable and trustworthy
- Be open and frank and not afraid to ask for guidance and help when it is needed
- Be capable of building excellent relationships with students of different abilities and outlooks
- Be prepared to work hard and prepare lessons diligently and imaginatively
- Wish to create a positive and pleasant learning environment
- Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with parents
- Be punctual to school and to lessons and expect the same of students
- Have an excellent attendance record
- Be prepared to liaise with other staff in school and act as part of a team
- Be comfortable with setting and accepting challenging targets for students' achievement and for personal achievement
- Be committed to professional self-improvement both by In-Service Training and "learning on the job"
- Be prepared to commit to extra-curricular activity(ies) of some sort
- Be willing to be a presence around the school and be an excellent role model for young people
- Undertake other duties appropriate to the post that may reasonably be required from time to time

January 2022